Additional Rules

SOUNDEX CODING GUIDE

The number	Represents the letters
1	B P F V
2	C S K G J Q X Z
3	D T
4	L
5	M N
6	R

Disregard the letters A, E, I, O, U, W, Y, and H.

Line 1
Line 2

STEP 1

On line 1, write the surname you are coding, placing one letter in each box.

STEP 2

On line 2, write the first letter of the surname in the first box.

STEP 3

On line 1, disregarding the first letter, slash through the remaining letters A, E, I, O U, W, Y, and H.

STEP 4

On line 2, write the numbers found on the Soundex Coding Guide for the first three remaining unslashed letters. Add zeros to any empty boxes. Disregard any additional letters.

NAMES WITH PREFIXES

If your surname has a prefix – like Van, Von, De, Di, or Le – you should code it both with and without the prefix because it might be listed under either code. The surname VanDevanter, for example, should be coded in the two ways shown. (Mc and Mac are not considered prefixes.)

Line 1 | V A N D E V A N T E R
Line 2 | V 5 3 1

Line 1 | D E V A N T E R
Line 2 | D 1 5 3
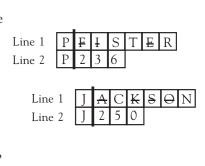
NAMES WITH DOUBLE LETTERS

If your surname has any double letters, they should be treated as one letter. Thus, in the surname Lloyd, the second L should be slashed out; in the surname Callard, the second L should be slashed out.

Line 1 | L L O Y D
Line 2 | L 3 0 0

Line 1 | C A L L A R D
Line 2 | C 4 6 3

NAMES WITH LETTERS SIDE BY SIDE THAT HAVE THE SAME NUMBER ON THE SOUNDEX CODING GUIDE

Your surname may have different letters that are side by side and have the same number on the Soundex Coding Guide; for example, PF in Pfister (1 is the number for both P and F); CKS in Jackson (2 is the number for C, K, and S). These letters should be treated as one letter. Thus, in the name Pfister, F should be slashed out; in the name Jackson, K and S should be slashed out.

Line 1 | P F I S T E R
Line 2 | P 2 3 6

Line 1 | J A C K S O N
Line 2 | J 2 5 0

With your ancestor's name correctly coded, you are ready to use the microfilmed Soundex card index, which is organized by state, thereunder by Soundex code number, and thereunder alphabetically by first name or initial. The information you should copy from each is on the reverse side.

1880, 1920 1900
TYPE 1:

Soundex Code → First Name →

B350		OHIO

Bitton, George H. _____ VOL. _36_ E.D. _176_
(HEAD OF FAMILY)

SHEET _8_ LINE _17_

w	Feb.	1853	47	England	A.R.
(COLOR)	(MONTH)	(YEAR)	(AGE)	(BIRTHPLACE)	(CITIZENSHIP)

Cuyahoga	Cleveland Twp.
(COUNTY)	(N C D)

Cleveland	Howard	42
(CITY)	(STREET)	(HOUSE NUMBER)

(OTHER MEMBERS OF FAMILY)

NAME	RELATION-SHIP	BIRTH MONTH	BIRTH YEAR	AGE	BIRTHPLACE	CITIZEN-SHIP
Bitton, P. Elizabeth	W	Aug.	1864	36	Ohio	
O. Adelaide	D	Nov.	1893	6	Ohio	

Copy the following information:

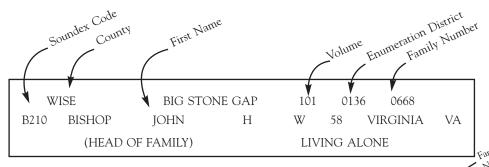_____ VOL. _____ E.D. _____
HEAD OF FAMILY

SHEET _____ LINE _____

_____
COUNTY

The year 1880 indexed only those households with children ten years of age or younger.

1910, 1930
TYPE 2:

_____
Soundex Code

Soundex Code — County — First Name — Volume — Enumeration District — Family Number

WISE	BIG STONE GAP	101	0136	0668
B210 BISHOP	JOHN H	W	58	VIRGINIA VA
(HEAD OF FAMILY)		LIVING ALONE		

Family Number →

	Head of Family	**Bitton, George H.**	E.D.	Sheet
Color	w	Age 47	Birthplace England	Vol.
County	Cuyahoga		City	Cleveland

(Other Members of Family)

Name	Relationship	Age	Birthplace
Bitton, P. Elizabeth	Daughter	36	Ohio

Copy the following information:

_____ |_|_|_|_| |_|_|_|_|_| |_|_|_|_|

COUNTY NAME   VOL.   ENUM.DIST.   FAMILY

The 1910 census is indexed for only the following states:

Alabama	Kansas	Missouri	South Carolina
Arkansas	Kentucky	North Carolina	Tennessee
California	Louisiana	Ohio	Texas
Florida	Michigan	Oklahoma	Virginia
Georgia	Mississippi	Pennsylvania	West Virginia
Illinois			

The 1930 census is indexed for only the following States:

Alabama	Georgia	Mississippi	Tennessee
Arkansas	Kentucky (part)	North Carolina	Virginia
Florida	Louisiana	South Carolina	West Virginia (part)

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